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ABSTRACT

This manual is designed to provide guidelines for writers and editors in the United States Department of Agriculture (USDA) in the preparation of bibliographies and literature articles for USDA and/or agency publications, and in the preparation of reference lists for published papers. The bibliographic guidelines presented in alphabetical order in the first section cover a wide variety of specific topics including abbreviations, editorial revision, foreign language entries, government publications, serial issue identification proceedings, prefixes, and yearbooks. Specific examples are given for many entries, and entries are cross-referenced. The second section briefly discusses bibliographies from machine-readable data bases related to agriculture and allied sciences, including AGRICOLA and a number of specialized data bases maintained by the National Agriculture Library. Sample citations and recommended formats for various vendors are provided. A subject index is included, and a 27-item reference list cites existing standard and style manuals for bibliographic descriptions. (LMM)

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ED232660

GUIDELINES FOR THE PREPARATION

OF BIBLIOGRAPHIES

United States Department of Agriculture
National Agriculture Library
Beltsville, Md 20705
March 1982

IR050288

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ED 35280

INTRODUCTION

The purpose of Guidelines for the Preparation of Bibliographies is to assist writers and editors in the U.S. Department of Agriculture (USDA) in the preparation of bibliographies and literature articles for USDA and/or agency publications, and in the preparation of lists of references for published papers.*

A number of standards and style manuals for bibliographic description are already in existence and are given in the List of References. Some are for use in preparing papers for publication. Others are for use by libraries and information centers in manipulating and announcing bibliographic files of different sizes. Some are for use in certain fields, e.g., the Council of Biology Editors Style Manual. Others are more general in scope, but may be more exhaustive in the level of bibliographic detail described, such as the Anglo-American Cataloging Rules, 2d edition (AACR 2). The present Guidelines will depart from these other widely used guides only for the purpose of providing uniform editorial policy for USDA publications.

Authority and responsibility: Pertinent sections of the Department of Agriculture regulations covering bibliographic activity are DR1020, Sections 8b(3) and 8d (formerly 2AR, Chapter 4, Section I, 85) and 3AR, Chapter 3, Sections IV and V. Bibliographies are compiled for agencies by the National Agricultural Library (NAL), subject to available staff time. In addition, to avoid duplication of effort, all agencies of the Department, including field installations, shall obtain authorization from NAL before beginning compilation of bibliographies to be published on a continuing basis, those on specific subjects to be published on a nonrecurring basis, and extensive nonpublished bibliographies. The following information should be included in the requesting document:

1. Proposed title (if for publication)
2. Author (division and person)
3. Scope
4. Need
5. Estimated size, number of entries, format, and arrangement
6. Estimated cost
7. Estimated time for completion
8. Size of the edition (if for publication)
9. Administrative direction under which the work is to be done
10. Editorial direction of the work
11. Remarks

Address the request to: National Agricultural Library
Beltsville Md. 20705
ATTN: Bibliographic Clearance Officer

*Writers and editors who are preparing a list of citations for a manuscript may also wish to consult the publication, Preparing Citations for ARS Publications, copies of which are available from Agricultural Research Service, U. S. Dept. of Agriculture.

PART I

BIBLIOGRAPHIC GUIDELINES

ABBREVIATIONS:

(See also ACRONYMS; CONTENTS NOTE; CORPORATE AUTHOR (FORM OF ENTRY); EDITION STATEMENT; INITIALS; LANGUAGE ABBREVIATIONS; SERIAL TITLE IDENTIFICATION.)

Use of abbreviations is a standard practice of bibliographic description. It saves both time and space in recording citations, condenses information to allow more rapid scanning or assimilation by the reader, and reduces the monotony and repetitiveness of terms common to bibliographic elements. Improper use of abbreviations, however, can be disruptive and frustrating for the reader. A number of authorities provide guidance on the proper or preferred form and use of abbreviations. However, not all authorities agree on all points, different rules apply for different elements of a citation, and a single authority will not address all situations likely to occur. As a minimum, the compiler should adopt a prescribed set of rules and apply them uniformly throughout the manuscript.

Authorities

U.S. Government Printing Office Style Manual. (GPO Style Manual)

Webster's Third New International Dictionary.

Anglo-American Cataloging Rules, second edition, (AACR 2).

For special rules relating to specific parts (elements) of the bibliographic description, see the name of the element, e.g., corporate author, serial title identification, serial issue identification, etc.

Selected GPO Abbreviations

abs., abstract
app., apps., appendix, appendixes
art., article
bull., bulletin
ca. (circa), about
cf. (confer), compare, or see
ch., chapter
col., column
ed., eds., edition, editions
e.g. (exempli gratia), for example
et al. (et alii), and others
etc. (et cetera), and so forth
f., ff., and following page (pages)
fig., figure
ibid. (ibidem), in the same place
id. (idem), the same
i.e. (id est), that is
Inc., incorporated
Jr., junior
loc. cit. (loco citato), in the place cited
No., Nos., number, numbers
op. cit. (opere citato), in the work cited
p., pp., page, pages
pt., part
ser., series
sic (no period), thus
vol., volume

ABBREVIATIONS (con.)

Selected AACR 2 Abbreviations

c (no period), copyright
col., colored
comp., compiler
corp., corporation
dept., department
ed., editor (when used in a heading, e.g., Jones, J., ed.)
enl., enlarged
ill., illustration, illustrations
ms., mss., manuscript, manuscripts
new ser., new series
pt., pts., part, parts
prelim., preliminary
repr., reprinted
reprod., reproduced
rev., revised
suppl., supplement
s.l. (sine loco), no place (of publication)
s.n. (sine nomine), no name (of publisher)
tr., translator

Abbreviations (Examples)

Abstracts

Ritchie, D. F. and E. J. Klos. Isolation of Erwinia amylovora bacteriophage from aerial parts of apple trees. (Abs.) Proceedings of the American Phytopathological Society, 3:256-257. 1976. [i.e., 1977.]

Bulletin/Number/Pages

Peters, E. J., and J. F. Stritzke. Wild garlic; life cycle and control. U.S. Dept. of Agriculture, Agricultural Research Service, Agriculture Information Bull. No. 390, 22 p. July 1976.

November

Schwag, G. O., N. R. Fausey, and C. R. Weaver. Tile and surface drainage of clay soils. Ohio Agricultural Research and Development Center. Research Bull. No. 1081, 37 p. Nov. 1975.

Number (word "number" omitted)

Fouss, J. L. Drain tube materials and installation. Drainage for Agriculture, American Society of Agronomy Monographs, 17:147-178. 1974.

Series/Revised

Guenthner, H. R., D. W. Sunderman, and E. N. Hoffman. Spring wheat varieties for southern Idaho. University of Idaho Current Information Ser. No. 214, 2 p., rev., 1977.

ABSTRACTS, EXTRACTS, SUMMARIES

When the abstract, extract, or summary itself is cited, insert abbreviation Abs, Extr., Sum., in parentheses, capitalized, after the title.

Example

Mandani, A., C. W. Lee, and L. Hogan. In vitro propagation of Simondsia chinensis via shoot tip cultures. (Abs.) HortScience 13(3) Sec. 2:355. June 1978.

Note: If the word "abstract" already appears in the journal title abbreviation, it is not necessary to add the term (Abs.) to the title.

ACCENTS AND OTHER DIACRITICAL MARKS

Supply according to the usage of the language, adding any that are omitted from data found in the source of information. Retain accents that are included in the transliteration or Romanization scheme being used.

Disregard accents and diacritical marks in the alphabetizing.

Occasionally it is impractical or impossible to obtain correct information regarding accents, particularly when working from an extensive retrospective bibliography where the cited documents are no longer available for examination. If such is the case, a decision to omit accent marks may be made, but it should be applied throughout the bibliography, not selectively to certain citations or certain languages.

ACCEPTED FOR PUBLICATION (EXAMPLE)

(See also IN PRESS; SUBMITTED FOR PUBLICATION; UNPUBLISHED.)

Glick, B., K. A. Holbrook, and W. D. Perkins. Scanning electron microscopy of the bursa of fabricius from normal and testosterone-treated embryos. Journal of Developmental and Comparative Immunology, vol. 1. Accepted for publication, Nov. 1976.

ACRONYMS

Capitalization

Capitalize according to the usage in the text or, if a corporate body, according to the usage of the corporate body, if known. Example: FAO; Unesco; VNIIGiM.

Punctuation

For unclear or ambiguous acronyms enclose in brackets the name of the organization immediately following the acronym or provide a separate key.

Acronyms may also be enclosed in brackets following the spelled out form in order to indicate that there is an acronym usage.

AGENCY

As author. See CORPORATE AUTHOR; GOVERNMENT PUBLICATIONS.
As publisher. See IMPRINT; PUBLISHER.

ALSO PUBLISHED IN (EXAMPLE)

Farris, Donald E. World markets reward/penalize cattlemen. Texas A&M University. Dept. of Agricultural Economics and Rural Sociology. Departmental Information Report No. 76-2, 8 p., 1976.
Also published in Beef Magazine, Oct. 1976.

ANNOTATIONS

See NOTES.

ANNUAL REPORT/PERIOD COVERED (EXAMPLE)

Murphy, H. J., and M. J. Goven. The potato breeding program, USDA, 1975. Potato Breeding Program, USDA, 43d Annual Report, p. 101-110. May 1976.

ANONYMOUS PUBLICATIONS

Definition: Of unknown authorship.

Enter anonymous publications under title.

Works authored by a corporate body should be entered under the name of the corporate body rather than under title.

Authors' names consisting of initials only may be treated as anonymous and the item entered under title, if the author's identity is unknown.

Reference in Text (Author/Year Method)

If the anonymous publication will be listed under title in the list of references, give in the text only as much as is needed to guide the reader to the proper location in the list of references.

ARRANGEMENT OF ELEMENTS IN THE CITATION

References to articles in periodicals include, usually:

Name of author
Title of article
Title of periodical
Volume number
Issue number
First and last pages of article
Date of issue
NAL call number (if known)

References to books include, usually:

Name of author
Title of book
Edition number
Place of publication

ARRANGEMENT OF ELEMENTS IN THE CITATION (con.)

Name of publisher
Year of publication
Total number of pages
Illustrative matter
Series designation
NAL call number (if known)

Punctuation and Spacing Between Elements

Articles in periodicals: Author, period, double space; title of article, period, double space; title of periodical, comma, space; volume, open curves; issue number, close curves, colon; first to last pages and any other physical description, period, double space; date, period, double space; call number (no punctuation); begin new line, notes.

Books: Author, period, double space; title, comma, edition number, period, double space; place of publication, colon, space; name of publisher, semicolon, space; year of publication, period, double space; number of volumes or pagination, double space; open curves, series, close curves, double space; call number (no punctuation); begin new line, notes.

Lists of References Cited

Use that arrangement of elements which suits the materials being cited. Date, for example, may be given immediately after the author's name.

Arrangement of Elements Within the Citation (Example)

Journal Article

Author — Title

Esau, K. and L. L. Hoefert. Hyperplastic plastic phloem in sugarbeet leaves infected with the beet curly top virus. American Journal of Botany 65(7):723-783. Plates. Ref. Aug. 1978. 450 Am35

Volume, issue, page designation — Illustrative matter — Date — NAL call number — Journal

Book

Author, last name — Full title - subtitle

Schlebecker, John T. Whereby we thrive; a history of American farming, 1607-1972. Ames, Iowa: Iowa State University Press; 1975. x, 342 pp. illus. S441.S13

NAL call number — Place of publication — Publisher — Pagination

ARRANGEMENT OF ENTRIES

Items may be arranged alphabetically, chronologically, by a classification scheme, geographically, by type of material, or by whatever method best presents the material.

ARRANGEMENT OF ENTRIES (con.)

When arrangement is alphabetical, it is usually by authors' last names. A single-author citation is placed before a multiple-author citation. The last names of junior authors may be used to alphabetize entries when there is a senior author of different articles having various joint authorships. Initials used for given names precede names that are spelled out unless both versions are known to refer to the same author in which case only one form should be used. In the case of several articles by the same author, or by the same joint authorship, secondary filing is by the first word of the title not an article.

Author/Year Method

When author/year method is used for citations to lists of references, secondary filing under authors' names is usually by date.

Number Method

Arrange entries in the list of references in the order in which they were cited in the text of the article.

Combined Author and Number Method

Alphabetize the references by author, number them sequentially, and redesignate the references in the text accordingly.

ARRANGEMENT OF THE PUBLICATION

Depending on the length, substance, or purpose of the bibliography, the following items should occur in the order below:

Cover
Title page
Foreword
Preface
Introduction (if not by compiler)
Contents
Introduction (if by compiler)
Bibliographic entries
Indexes and end matter

ARTICLES

(See also PREFIXES.)

Omit, or ignore in the filing, initial articles from corporate authors and titles, e.g. New York Times (not: The New York Times).

Retain initial articles which are an inseparable part of a name, such as personal names and geographic names, e.g., Los Angeles.

AUTHOR, CHOICE OF ENTRY

In general, enter the item under the name of the person or persons responsible for the work. An editor or compiler may be considered the author of a work, but not a translator. If personal authorship cannot be determined, try entering under the corporate body, using publisher if necessary. For choice of entry for government publications, see that entry.

Serial publications, when it is the entire serial that is being cited, are generally entered under title according to AACR 2:

Plant Physiology (the journal)
Journal of the American Leather Chemists' Association. Supplement

Certain works of collective authorship under the editorial direction of an individual are usually entered under title (AACR 2, rule 21.7B), even though an individual editor is named, e.g., Oxford Book of Quotations, Dictionary of American English on Historical Principles, etc. When the name of the compiler is significant for the bibliography being compiled, however, enter under the name of the compiler or editor.

AUTHOR, FORM OF ENTRY

(See PERSONAL NAMES; CORPORATE AUTHOR.)

AUTHOR AFFILIATION

Give in a note, if significant with respect to the purpose of the bibliography. If you are compiling an index to author affiliations, follow the rules for corporate entries. For examples, see under CORPORATE AUTHOR.

AUTHOR AS PUBLISHER

When the publisher is considered as the author, treat the publisher as a corporate author.

For special handling of official government publications, see that section.

For works privately published by a personal author, such phrases as "Privately printed" and "Published by the author" may be omitted from the imprint statement.

AUTHOR/YEAR METHOD

(See also NUMBER METHOD; FOOTNOTE METHOD.)

The author/year method of referring to literature cited at the end of the text uses, in the text and in parentheses, the author and year, or the year only, depending on the context. If the citation has more than three authors, only the senior author's name is given in the text. For more than one citation in one year, use letters, e.g., 1978a, 1978b.

Examples: (Jones, 1978)
.....Jones...(1978)
(Smith and others, 1978)
(Jones, 1977a)

AUTHOR/YEAR METHOD (con.)

For examples of the full citation as it appears at the end of the text, see ARRANGEMENT OF ELEMENTS IN THE CITATION.

BIBLIOGRAPHIC LEVEL

Three different bibliographic levels at which documentary units may be described are, from lowest to highest: (1) analytical, (2) monographic, and (3) serial or collective.

(1) The analytical level is used to classify documentary units that are not issued separately but as parts of a larger bibliographic entity, e.g., a chapter in a book and a paper in an article. A citation at this level must include reference to the higher level or containing item of which it is a part.

(2) Monographs are separately issued works and may include, in addition to books, standards, drawings, films, maps and atlases, phonorecords, patents, reports, and computer media. If the monograph is part of a series or a collection, that information should be included in the reference.

(3) Serials are publications issued in successive parts, usually having numerical or chronological designations and intended to be continued indefinitely.

The collective level pertains to collections of physical pieces issued at one time, or over a predetermined and finite period of time. Collections or "works in parts" include encyclopedias, floras, miscellaneous or uniform collections of drawings, maps, reports, patents, and microfiches.

The reason for including correct and sufficient information about all bibliographic levels to which a documentary unit may belong is to allow for subsequent retrieval from any collection of documents.

BIBLIOGRAPHY NOTE

If the item contains a significant number of references or is a review of the literature, a note may be made to that effect, explaining if possible the extent of the bibliography, e.g.:

Review of the literature
75 references
Bibliography, p. 25-36

BOOKS, FORM OF ENTRY (EXAMPLE)

(See also ARRANGEMENT OF ELEMENTS IN THE CITATION.)

U.S. Dept. of Agriculture. Economic Research Service. ACE River Basin cooperative study: water and land resources. Washington: U.S. Government Printing Office; 1977. 2 v.
Prepared by U.S. Dept. of Agriculture, Economic Research Service, Forest Service, and Soil Conservation Service, in cooperation with South Carolina Water Resources Commission.
Vol. 1: Main report; vol. 2: Appendices
Includes bibliographical references

BRACKETS

Brackets (i.e., square brackets) are generally used to indicate information supplied by the bibliographer rather than found in the work cited.

1. Use to correct or to indicate inaccuracies in the work cited.

   Example: Jons [i.e., Jones, J.R.]
   [sic]

2. Use to insert additional information in or to enrich the title if necessary (but preferably put such information in a note). Omit brackets from supplied translated titles of journal articles when not accompanied by titles in the original language.

3. Do not use for information supplied in the collation or imprint statement.

   e.g.: 4 p. not [4] p.

Lists of References Cited

In references cited, brackets also may be used at the end of the citation to enclose notes, e.g., [In Russian] and [In cooperation with ...]; whereas in a formal bibliography or catalog, the note begins a new paragraph after the citation proper and is entered without brackets.

BREEDS

Capitalize the names of livestock and poultry breeds.

Czechoslovak Red Spotted cattle
Rhode Island Red poultry

CALL NUMBER

The NAL call number, if known, should always be included in the citation to facilitate location of material by NAL for loan or photocopy.

Compilers of bibliographies should request in a prefatory statement that users of the bibliography include the call number as part of any loan or photocopy request to NAL.

NAL call numbers are of two types, "NAL" and "LC" (Library of Congress). In general the NAL numbers are in two parts separated by a space. The LC numbers are separated by a period followed by a letter. Certain other distinguishing features may be apparent from the examples. Note that in the LC system the period goes with the second part.

(NAL system, pre-1966):	381 Am33Pa
	A99.9 F7652P
(LC system, 1966-):	Z5074.C9W4
	HC103.7.N27 1976

The call number is usually the last item of the citation and is not followed by any punctuation.

CAPITALIZATION

"All-caps" may be used for any element, such as author entry, for emphasis or to provide contrast with surrounding text. Otherwise the authorities cited below pertain to upper/lowercase text (mixed) only.

Authorities (General)

U.S. Government Printing Office (GPO) Style Manual, latest edition (includes special rules for most foreign languages as well).

Webster's Third New International Dictionary, latest edition.

Anglo-American Cataloging Rules, second edition (AACR 2) if available. (Its English-language rules are based on the University of Chicago Style Manual. It also includes rules for most foreign languages.)

Capitalization Rules for Individual Data Elements

See under the name of the specific element, e.g., Acronyms, Breeds, Conferences, Corporate Author (form of entry), Geologic Terms, Market Grades, Prefixes, Scientific Names, Serial Issue Identification, Serial Title Identification, Soil Names, Title, Trade Names, and Varieties.

CATALOGING

Cataloging is defined for the purpose of these guidelines as the description of library materials at other than the analytical (indexing) level. Cataloging is done according to the Anglo-American Cataloging Rules, second edition (AACR 2), and a unique NAL call number is assigned to each work cataloged. At NAL all cataloging records are automated, utilizing MARC formats. Full cataloging practice is not described in this publication.

CEASED PUBLICATION

Example (for a List of References)

Thiel, J. Computerized project indexing and retrieval. U.S. Dept. of Agriculture, Agricultural Research Service, North Central Region, ARS-NC-25, 9 p. Aug 1975. Series discontinued; Agricultural Research Service became Science and Education Administration-AR.

CHAIRPERSON

(See also EDITOR; COMPILER; CHAIRPERSON.)

Example

Barker, K. R., chairperson. Determining nematode population responses to control agents. In Zehr, E. I., ed. Methods for Evaluating Plant Fungicides, Nematicides, and Bactericides. St. Paul, Minn.: American Phytopathological Society; 1978. p. 114-125.

CHAPTER

Examples (for a List of References)

Two ways of entering the following, which was Chapter 16 of volume 1 of a two-volume work.

Moreland, D. E. and J. L. Hilton. Actions on photosynthetic systems. In Audus, L. J., ed. Herbicides: Physiology, Biochemistry, Ecology, 2d ed. London: Academic Press; 1976. 1:493-523. Ref.

Audus, L. J., ed. Herbicides: physiology, biochemistry, ecology, 2d ed. London: Academic Press; 1976. 2 v.
Partial contents: Ch. 15, Action on respiration and intermediary metabolism, by R. C. Kirkwood; Ch. 16, Action on photosynthetic systems, by D. E. Moreland and J. L. Hilton.

In the "in" reference, the word "chapter" is omitted but the exact volume and paging are given. It will file under "Moreland" in the list of references.

In the second example, which should be used to list several chapters at once, the chapter numbers are given. Paging is usually not given except when less than the full chapter is cited. This example is filed under the editor's name in the list of references. For further information on this type, see CONTENTS NOTE.

CLEARANCE

To avoid duplication of efforts, proposed bibliographies are to be cleared with the bibliographic clearance officer, NAL, before being undertaken. The following information should be included in the requesting document:

1. Proposed title (if for publication)
2. Author (division and person)
3. Scope
4. Need
5. Estimated size, number of entries, format, and arrangement
6. Estimated cost
7. Estimated time for completion
8. Size of the edition (if for publication)
9. Administrative direction under which the work is to be done
10. Editorial direction of the work
11. Remarks

Address the request to: National Agricultural Library
Beltsville Md. 20705
ATTN: Bibliographic Clearance Officer

COLLATION

Books: See NUMBER OF VOLUMES OR PAGINATION; ILLUSTRATION STATEMENT.

Journal articles: See SERIAL ISSUE IDENTIFICATION; PAGINATION; ILLUSTRATION STATEMENT; DATE.

COMPILER

(See also EDITOR, COMPILER, CHAIRPERSON; TITLE ENTRY.)

Examples

Fusonie, A. and D. J. Fusonie, comps. A selected bibliography on George Washington's interest in agriculture. Davis, Calif.: Agricultural History Center, University of California; January 1976. 46 p.

COMPOUND NAMES

(See also PREFIXES.)

1. If the name has the appearance of a compound name but its nature is not certain, treat it as a compound name unless the language of the person is English or Scandinavian, in which case treat the last element as the name.

2. For hyphenated names, see HYPHENATED NAMES.

3. Compound names of married women using maiden name and husband's surname: If the name is Czech, French, Hungarian, Italian, or Spanish, enter it under the first element. For all others, enter under the husband's name.

4. Compound names except for those given in 2 and 3 above: Enter the first element of the compound name unless the person's language is Portuguese, in which case enter under the last element.

CONFERENCE PAPERS

Examples

Tueller, P. T. and Lorain, G. ERTS-1 [Earth Resources Technology Satellite] evaluation of natural resources management applications in the Great Basin. In Symposium on Significant Results Obtained from the Earth Resources Technology Satellite 1: Proceedings. Washington: NASA; 1973. 1 (Sect. A): 77-85.

Dopkowski, P. L. The Current Research Information System (CRIS) as a source for materials information in the agricultural and allied sciences. In Materials Information Programs: Proceedings of a Conference. Gaithersburg, Md.: National Bureau of Standards; 1974 (pub. 1977). p.II.2.1-II.2.9.

CONFERENCES

(See also CONFERENCE PAPERS.)

Definition

Conferences are meetings of individuals or representatives of various bodies to discuss and to act on topics of common interest, or meetings of representatives of a corporate body that constitute its legislative or governing body. As entries in bibliographic documents, they are considered a type of "corporate body," and as such follow the rules for corporate bodies; i.e., they may appear as corporate "authors" and are included in corporate entry authority lists.

CONFERENCES (con.)

Form of Entry

Omit, from the name of the conference, words that denote number, frequency, or year of convocation; but if the location is part of the name of the conference, retain it.

Add, after the name, the number of the conference, the year, and the place in which it was held, e.g.:

International Pig Veterinary Society. Congress (4th: 1976: Ames, Iowa)

Konferentsiia po pochvovedeniiu i fiziologii kul'turnykh rastenii (1973: Saratovskiĭ universitet)

If the heading is for a series of conferences (i.e., repeated or regularly held), omit the number and date; add the location only if they were all held in the same place (Conference names in library authority files will usually be entered in this manner.)

Authorities

NAL Corporate Entry Authority File (CEAF/MARA)
Library of Congress Name Headings

Capitalization

Capitalize names of conferences according to the rules for corporate bodies for the language in which they are entered. For English, capitalize all words except articles, conjunctions, and prepositions. For other languages, see GPO STYLE MANUAL; AACR 2.

Conference as Containing Item

Follow guidelines for serial title identification, or construct an "in" reference, depending on whether the conference is serial (i.e., numbered held regularly or both) or monographic (held just once) in nature. Conferences that are subordinate to a corporate body (e.g., the meeting of a society) may be assumed to be serial. Note that since the name of the conference is not used as an entry point in the file, the preceding rules for form of entry need not be followed exactly.

Examples

Hurtgen, J. P. Seasonal anestrus in a Minnesota swine herd. Proceedings of the International Pig Veterinary Congress, 4th, pt. D, p. 22. 1976. (Order of words on the title page was followed to obtain the serial title.)

Hurtgen, J. P. Seasonal anestrus in a Minnesota swine herd. International Pig Veterinary Society. Congress Proceedings. 4th, pt. D, p. 22. 1976. (Order of words in the library entry was followed to obtain the serial title.)

CONFERENCES (con.)

Seymour, J. E. Advantages of typical bulk-blend operations as practiced in the U.S.A. In International Conference on Granular Fertilizers and Their Production. Papers. London: British Sulphur Corporation; 1977. p. 174-180.

CONTENTS NOTE

A contents note is an annotation used to summarize the contents page of a cited work when it is important to bring out the names of the individual chapters of the work and when the chapters have not been individually listed elsewhere in the bibliography.

Abbreviate and capitalize Ch., Pt.

Use a colon after the terms Contents or Partial contents, a comma after the chapter number, and a semicolon between chapter titles.

Use Arabic numerals.

Do not give paging when chapter number is used, except for parts separately paged, or if less than the entire chapter is being cited.

Example

Tomikel, John. Edible wild plants of Eastern United States and Canada. California, Pa.: Allegheny Press; 1976. 99 p.
Contents: 1, Introduction with notes on preparing the plants for consumption; 2, Poisonous wild plants; 3, Edible water plants; 4, Edible shrubs and trees; 5, Edible low plants; 6, Notes on fungi and lichens.

CONTENTS, TABLE OF

Give a table of contents at the beginning of all classified bibliographies.

Contents page of a cited work. See CONTENTS NOTE.

CONTINUED ARTICLES (HOW TO CITE)

See under PAGINATION.

COOPERATIVE PUBLISHING; IN COOPERATION WITH, (EXAMPLE)

Murphree, Leland C., and K. H. Miller. Soil survey of Clay County, Mississippi. Washington: U.S. Dept. of Agriculture, Soil Conservation Service; Nov. 1976. 65 p. ill. maps.
USDA Soil Conservation Service in cooperation with Mississippi Agricultural and Forestry Experiment Station.

CORPORATE AUTHOR (CHOICE OF ENTRY)

(See also COOPERATIVE PUBLISHING.)

In general, enter under personal author rather than corporate author when personal authorship can be determined. Entries under corporate authors rather than under titles are preferred.

CORPORATE AUTHOR (CHOICE OF ENTRY) (con.)

When publisher is author, enter publisher's name as the corporate author. For the special case of government publications, see that entry.

If more than one corporate body is author, enter under first and list others in a note.

CORPORATE AUTHOR (FORM OF ENTRY)

(See also CONFERENCES; GOVERNMENT PUBLICATIONS.)

Authorities

1. NAL Corporate Entry Authority File (CEAF/MARA)
   Library of Congress Name Headings.

2. AACR 2, if available.

3. Public Catalog, or more recently available monthly issues of the NAL Catalog and its cumulations.

4. The publication being cited.

General Rules

Enter the corporate body directly under the name by which it is predominantly known, except when the following rules provide for entering it subordinately to another body:

1. It is a department, division, section, branch.
2. It is a committee, commission whose name implies that it is subordinate to another organization, and the name of the higher body is needed for identification.
3. The name is likely to be used as a subordinate unit by other higher bodies.
4. It is a university faculty, school, institute whose name simply indicates a particular field of study.
5. The name includes the entire name of the higher or related body.

Examples (types 1-5):

1. Commonwealth Scientific and Industrial Research Organization. Division of Animal and Production.
2. Timber Trade Federation of the United Kingdom. Statistical Coordinating Committee.
3. Consejo Económico Sindical de Asturias. Gabinete Tecnico.
4. University of London. School of Pharmacy.
5. Auburn University. Agricultural Experiment Station. (Name on publication: Agricultural Experiment Station of Auburn University).

CORPORATE AUTHOR (FORM OF ENTRY) (con.)

Omission of Intervening Levels

Intervening elements in the hierarchy (i.e., between the lowest element and the higher body of which it is a part) are in general omitted unless needed to distinguish between two or more subelements. In that case interpose the name of the lowest possible intervening element which will distinguish between the bodies.

Abbreviations

Follow GPO Style Manual.

Capitalization

Follow GPO Style Manual, including special sections on foreign languages.

Punctuation

Separate each level in the corporate hierarchy by period space, or, in a list of corporate entries, by indention.

Cross References

Make a cross reference from the less familiar form or forms of a name to the more familiar form when this will add to the ease of use of the bibliography.

COVER AND TITLE PAGE

The cover and title page should carry elements in order as follows:

Publication title
Name of author, (on title page only) in accordance with GPA (Office of Governmental and Public Affairs) regulations
U.S. Department of Agriculture
Series name
Series code
Date of publication

Page ii (or cover 2) may carry a bibliographic statement and an imprint, as in the following examples:

Science and Education Administration, Advances in Agricultural Technology, Southern Series, No. 56, July 1978 (bibliographic statement)

Published by Federal Research (Southern Region), Science and Education Administration, U.S. Department of Agriculture, New Orleans, La. 70156 (imprint)

CROSS REFERENCES

See or see also references may be freely used in the index to the bibliography. In the body of the bibliography their use is limited by the type of arrangement of the bibliography.

DATE

Source of Information

Take the year from the title page, otherwise any other prominent place. For listing more than one volume, use the date of the first and last volumes. For a serial issue take the date from the issue itself, not from the cover or title page of the volume in which it may be bound.

Books

Date follows the publisher and place of publication. In lists of references using author/year method, it may be put immediately after author. When year of publication is not available, use copyright date or date of printing.

Give year of publication in Arabic numerals.

For editions after the first, the date is the date of the edition, not the original.

For multipart works, if beginning and ending dates are known, give both; e.g., 1975-1977.

Serial Issues

Date follows the volume and issue designation, pagination, and indication of illustrative matter. Year may also be given first in references using author-year method.

Give month and day of issue in addition to year.

Give all dates in English and in Arabic numerals.

In general use a slash to indicate that one issue covers more than one period of time or is a combined issue, and a hyphen to indicate separate issues combined into one entry by the bibliographer.

The following examples illustrate the most common occurrences:

Sept. 1978
June 1, 1977
July 15, 1976
Dec. 1976/Jan. 1977
1977/1978
Winter 1977/1978 (but prefer name of month, when given)
Fall/Winter 1977
1976/1977 pub. 1978
1976 pub. 1978
Mar. 1977 transl. 1978

DATE (con.)

Nov. 16-30, 1977
Mar.-Apr. 1977 (a multipart article begun in the Mar. 1977 issue and concluded in the Apr. issue)
1977- (a serial "open entry")

Dates of Birth and Death (of Author):

Used chiefly in library catalog entries. May be omitted from the bibliography.

Date (year) of Conference

See CONFERENCES.

DIACRITICAL MARKS

See ACCENTS AND OTHER DIACRITICAL MARKS.

DOUBLE SPACE

Divide major elements of the citation by period double space.

Double space between paragraphs and between the lines of all manuscripts except those prepared for photo-offset reproduction.

DOUBLE TITLE

See SUBTITLE.

EDITION STATEMENT

Edition statement should be given for any edition but the first.

Edition statement follows title (or subtitle) for books. For monographs in series using journal article style, it follows the serial issue identification, pagination, etc.

When it follows title, use the language in which the title was recorded. When it follows serial pagination, etc., use English.

Use Arabic ordinal numerals 1st, 2d, 3d, etc. If not sure how to enter foreign ordinals in a given language, use the ordinal substitute form 1., 2., 3.; e.g.: 2d ed., rev. and enl.; 3. udg.

Use standard abbreviations ed., eds., rev., enl., or their equivalent abbreviations in foreign languages if known.

Examples

Stanier, Roger Y., Michael Doudoroff, and Edward A. Adelberg. The microbial world. 3d ed. Englewood Cliffs, N. J.: Prentice-Hall; 1970. 873 p. ill.

EDITION STATEMENT (con.)

Webster, Robert, and August Kehr. Vegetables in the home garden. U.S. Dept. of Agriculture. Home and Garden Bull. 202, 49 p. ill., maps, slightly rev., May 1978.

EDITOR, COMPILER, CHAIRPERSON

Editors, compilers or committee chairpersons may be listed as authors if they had a major role in the preparation of the cited item. Use the designations comp., comps., ed., eds., chairperson, cochairperson, after the name or names, e.g.:

Smith, J. A., comp.

Smith, J. A., and J. A. Jones, comps.

For works compiled by a group under the editorial direction of an individual, disregard the AACR rule for entry under title and enter under the name of the individual if the individual is significant to the bibliography being compiled.

Examples

Ogden, G. R., comp. The United States Forest Service: a historical bibliography, 1876-1972. Davis, California: University; 1976. 439 p.

Barker, K. R., chairperson. Determining nematode population responses to control agents. In Zehr, E. I., ed., Methods for Evaluating Plant Fungicides, Nematicides, and Bactericides. St. Paul, Minn.: American Phytopathological Society; 1978. p. 114-125.

EDITORIAL REVISION

(See also PROOFREADER'S MARKS.)

Entries established from published sources and those taken from card catalogs will inevitably reflect variations in style and affect appearance and quality of the finished product. Insofar as is possible these variations should be eliminated by editorial revision of the copy for printing or reproduction. All entries should be arranged the same way, and the editor should bring all the individual data elements into consistent bibliographical form.

Copy for typesetting only should be double-spaced, including lists of references cited.

ERRORS IN ORIGINAL ITEM

Correct any obvious misspelling in the publication unless there is reason to believe users will need the incorrect information to obtain the item from a library collection, or unless an exact transcription of the piece is required for other reasons (such as in the citing of rare books). In such cases supply the correct message in brackets, e.g.:

ERRORS IN ORIGINAL ITEM (con.)

36(9):77-93. May, 1967 [i.e., 1976].
7594[i.e., 3]):65-68. Mar. 1978; or: 75(4,i.e., 3):65-68. Mar. 1978 [sic]
".....by John J. Jons [i.e. Jones]."

For authors writing in non-Roman alphabets transliterate the names according to standard transliteration schemes in preference to the version supplied by the publisher, if the publisher's version is known to be nonstandard and a transliteration scheme is available. Otherwise take names as given, respelling only to resolve obvious discrepancies, as when several different versions of an author's name might occur together in the alphabetical listing.

EXTRACTS

See ABSTRACTS, EXTRACTS, SUMMARIES.

FOOTNOTE METHOD

(See also NUMBER METHOD; AUTHOR/YEAR METHOD; GUIDE SHEET FOR CAMERA COPY.)

Following guide is from U.S. Dept. of Agriculture, Science and Education Administration. Suggestions for Typing Camera Copy for Offset Printing. Washington, D.C. 1978. 14 p.:

When using AD-193, "Guide Sheet for Camera Copy," and the entire reference is given as a footnote at the bottom of the page, the last line of the footnote should end within the bottom lines in the guide form--the same as pages with full text. Underscore for 15 spaces directly above the footnote and at least 1 space below the text. Indent 5 spaces and use the following form for the footnote:

(1 space)
2/ Smalley, H. Ronald. Guidelines for establishing beefpacking plants in rural areas. U.S. Department of Agriculture, Agriculture Handbook No. 513, 1978. 85 p.

If the footnote occupies more than one line, the second and following lines should be flush with the left margin.

Note that the number 2/ was underscored. In the text, when using the footnote method, place the footnote reference after the word or item: 1978.2/

FOREIGN LANGUAGE ENTRIES

Title

For separates and monographs (any case in which the title cited is that of the entire piece in hand or might be listed in a library catalog as an independent publication) include the title in the original language. For journal articles and other material described at the analytical level, a translated title of the article may be given instead of the vernacular, but the journal or containing item must be given in the original to facilitate library identification.

FOREIGN LANGUAGE ENTRIES (con.)

Except for the differences between monographs and journal articles, provision of translated titles should be done consistently throughout the bibliography; e.g., either supply an English translated title for all the journal articles or for none of the articles.

If title translations are given for all journal articles in the bibliography, brackets may be omitted. For separates and monographs, brackets are customarily used to distinguish between title translations appearing on the piece and those supplied by the bibliographer. (Those supplied by the bibliographer are enclosed in brackets; those appearing on the piece are not.)

Language Note

For foreign journal articles given in English only, make a note indicating the original language, or insert one of the standard three-letter codes in parentheses immediately after the English title (see LANGUAGE ABBREVIATIONS). Supply a key to the abbreviations in the front matter of the bibliography.

Inaccuracies

For journal articles, correct or revise publisher-supplied title translations as needed. For handling inaccuracies on title pages of separates and monographs, see ERRORS IN ORIGINAL ITEM.

Summaries

Make a note indicating abstracts or summaries in any languages other than that of the article or book itself, giving English first. Consider the summary as part of the article for purposes of pagination and cite the page on which it appears if separated from the article itself.

More Than One Language

If text is in more than one language, so indicate in a note, giving pagination if the different versions can be cited separately (i.e., not in parallel columns).

Miscellaneous

Do not supply a translation for corporate authors or journal titles.

For abbreviations, capitalization, etc., pertaining to specific languages, consult GPO Style Manual or AACR 2 if available. For standards for transliteration, see that section.

FOREWORD

(See also INTRODUCTION; PREFACE.)

Usually conceived to be a short introductory statement written by a notable or recognized authority, the foreword points out the special features and importance of the work.

GEOGRAPHIC NAMES

Authorities for Entry

NAL Corporate entry Authority File (CEAF/MARA); Indexes to the NAL published catalogs, latest; recent issues of Bibliography of Agriculture geographic indexes; Webster's Geographic Dictionary; Columbia Lippincott Gazetteer; U.S. State Department current publications; Board of Geographic Names, etc.

In Corporate Names

If authorities are not available, use the following general rules from AACR 2 as a guide for entry:

1. Use English form: Austria, not Österreich; Copenhagen, not København.
2. If there is no English form in general use, use the vernacular: Buenos Aires.
3. If the country has more than one official language, use the form more commonly found in English-language sources: Louvain, Helsinki.
4. Cities, counties, etc. In general add the name of the country, capitalized, in parentheses: Budapest (Hungary); with the following exceptions:
   a. In Australia, Canada, United States: add State, province, territory:
      Adams County (Ill.)
      Alexandria (Va.)
   b. In British Isles, add Northern Ireland, Scotland, Wales, Ireland as appropriate to the name of a county; add the name of the county to a city, town, etc.
   c. In Malaysia, U.S.S.R., or Yugoslavia, add the name of the constituent state.
   d. On islands or in island groups, add the name of the island, if the name of the island/islands is the name chiefly associated with the city or town.

Within the Citation (in the title, notes, etc.)

In the title, transcribe the name of the country as given, but follow GPO Style Manual for capitalization. When supplying information, as for example for a note, use the authorities listed above.

GEOLOGIC TERMS

Capitalize the distinctive word in the names of geologic eras, periods, etc. Lowercase such words as era and period; also such modifiers as early, middle, or late when used only descriptively, e.g.:

Eocene epoch
the late Eocene

GOVERNMENT PUBLICATIONS

Choice of Entry

For the following types of publications issued by government bodies enter under the name of the government body rather than personal author/editor or title. (But if in doubt whether a work falls into one of these categories, treat it as if it did not):

GOVERNMENT PUBLICATIONS (con.)

1. Administrative (dealing with policies, finances, staff; is a catalog, inventory membership directory, etc.)
2. Legal (laws, administrative regulations, treaties, etc.)
3. Reports of commissions

Form of Entry

Enter the agency name as the first element unless it is one of the following types, in which case enter it under the name of the government (i.e., the country, State, and city) (Most of the types are administrative units with nondistinctive designations, that really require the name of the State or country to make sense.)

1. a department, division, section, branch, or its equivalent in another language.
2. a committee, commission requiring the name of the government for identification.
3. an agency with a name likely to be used by other agencies.
4. a cabinet or ministry of a government.
5. a legislative body.
6. a court.
7. an armed service.
8. a chief of state or head of government.
9. an embassy, consulate, etc.
10. a delegation to an international or intergovernmental body.

Examples of types 1 to 5 above, only:

1. Vermont. Department of Water Resources
2. Australia. Bureau of Agricultural Economics
3. Illinois. Environmental Protection Agency
4. United States. Department of Agriculture
5. United States. Congress

Government Agency in Imprint

When the item is a monograph entered under personal author, treat the government agency as the publisher.

When entry was under the name of the agency as author, do not repeat the name of the agency in the imprint statement.

Government Agency as Part of Series Name

If the government publication is entered under personal author and is also a monograph in series, name the series additionally in a series statement (see also under SERIES), unless journal article style is used, for which see SERIAL TITLE IDENTIFICATION.

GUIDE SHEET FOR CAMERA COPY

Use form AD-193, "Guide Sheet for Camera Copy, Same Size," for all copy for subsequent photo-offset reproduction, without reduction, if the publication is to be issued in one of the U.S.D.A. Science and Education Administration series.

HYPHENATED NAMES

(See also COMPOUND NAMES.)

If the elements of a compound last name are regularly or occasionally hyphenated, enter under the first element, unless the author is known to prefer some other form of name.

ILLUSTRATION STATEMENT

The illustration statement follows immediately after the number of volumes or pagination in the case of monographs, and after the pagination, in the case of journal articles. It is omitted unless it contributes in some special way to the purpose of the bibliography.

Some examples:
333 p. ill., maps
xvii, 333 p. maps, ports.
ill. (some col.), maps, plans
48 ill.
ill., 12 maps
ill., 3 forms, 1 map
ill., col. maps

IMPRINT STATEMENT

Definition: Place of publication, publisher, and date of publication.

Include the imprint statement in citations to any kind of material other than journal articles. (For these the serial title is substituted for place of publication and publisher.) For an "in" reference, the imprint is included as part of the containing item.

The normal position of the imprint statement is following the title (and its adjuncts such as subtitle and edition statement) and before the number of volumes or pagination. For an "in" reference, it occupies the same position within the containing item. Separate it from the other elements of the citation by period and double space. A more compressed form may be used for an imprint appearing in the containing item for an "in" reference.

Within the imprint the usual order is place, colon, space, publisher, semicolon, space, date (period double space).

Example

Barker, K. R., chairperson. Determining nematode population responses to control agents. In Zehr, E. I., ed. Methods for Evaluating Plant Fungicides, Nematicides, and Bactericides. St. Paul, Minn.: American Phytopathological Society; 1978. p. 114-125.

For more information regarding each element, see PLACE; PUBLISHER; DATE.

IN PRESS (EXAMPLE)

(See also ACCEPTED FOR PUBLICATION; SUBMITTED FOR PUBLICATION; UNPUBLISHED MATERIALS.)

IN PRESS (EXAMPLE) (con.)

Andreadis, T. G. Nosema pyrausta infection in Macrocentrus grandii, a braconid parasite of the European corn borer, Ostrinia nubilalis. Journal of Invertebrate Pathology, 1980 [In press].

"IN" REFERENCES

See under NUMBER OF VOLUMES OR PAGINATION.

INACCURACIES

See ERRORS IN ORIGINAL ITEM

INDEX

If possible, prepare subject and author indexes, especially for chronological or classified bibliographies. Number the items and use item numbers in the index.

For unclassified, alphabetically arranged bibliographies, make cross references from joint authors, or make an index of joint authors.

Make full use of other types of specialized indexes in order to create additional access to any type of information not directly accessible through the type of arrangement chosen for the entries.

INDEXING

Indexing is defined for the purpose of these guidelines as the description of library materials at the analytical level. In NAL practice separates or monographs in series regularly screened for indexing (i.e., for which a containing item record has already been established) are usually described at the analytical level instead of at a higher bibliographical level (cataloging).

INITIALS

Publications signed with initials only should be treated as anonymous if the bearer of the initials cannot be identified. Anonymous works are entered under title.

For initials standing for corporate bodies see ACRONYMS.

First and middle names: Prefer full given names, when available, for the listing of monographic works. Journal articles may be cited in bibliographies, if desired, by initials of given names (at least two if possible) throughout. The correct spacing and punctuation for personal authors are as follows, for manually prepared bibliographies:

Bartlett, B. R., C. P. Clausen, Paul DeBach, and others.

Transcription of initials which begin the title or are in corporate authors: retain whatever punctuation was included in the source, but close up. Also close up any made-up uniform titles, e.g., CBE Style Manual, not C B E Style Manual; Cox (C.B.) Mill Company.

Capitalize a single letter used as part of a compound word whether or not it is hyphenated; e.g., vitamin B; X-ray.

INTRODUCTION

(See also FOREWORD; PREFACE.)

An introduction, if it is needed, addresses the subject matter of the bibliography and should be written by a specialist in the field. If written by other than the compiler, the introduction precedes the table of contents. Otherwise it immediately follows the contents page.

ITALICS

Indicated by underscoring in manuscript for the typesetter. Underscoring may also be used to indicate the equivalent of italics in typed copy for photo-offset printing.

Bibliographies and Lists of References

Use italics (underscoring) as follows in the bibliography:

Foreign words and phrases and their abbreviations (optional for well-established phrases such as a priori, attache, and in vivo).

Scientific names of genera, subgenera, species, subspecies, and other subordinate taxa. Taxa of a higher order are usually set in Roman type.

In as part of an "in" reference.

See and see also in cross-references.

Do not use italics (underscoring) for foreign corporate names, for the titles of books or papers, or for any other words or expressions occurring regularly or frequently in the bibliography.

Continuous Text

In the text of an article italics are used for titles and names of books and periodicals.

Numbers in text referring to literature cited, when using the "number" methods, e.g.: (1); (1,2,3); (1, p.3; 2, p.5; 3, p.24); but not in the list of references cited.

Numbers in text referring to a footnote on the same page, e.g.: superscript;2/ and in the footnote itself: 1/; 2/; etc.

JOINT AUTHORS

Joint personal authors: For up to three authors, enter the first author in inverted and the second and third in direct order, e.g.:

Jones, John J., Charles S. Smith, and James Johnson.

For more than three, enter only the first author followed by the phrase "and others" or "et al." and give the remaining authors in a note.

JOINT AUTHORS (con.)

Note: J. C. Tinney, J. T. MacGregor, and N. J. Starler, joint authors.

Joint corporate authors: Enter only the first in author position. Give any related corporate entities in a note, specifying the relationship if possible: "cooperating," "in cooperation with," etc.

LANGUAGE ABBREVIATIONS

(See also FOREIGN LANGUAGE ENTRIES.)

(Afr)	Afrikaans	(Geo)	Georgian	(Pol)	Polish
(Alb)	Albanian	(Ger)	German	(Por)	Portuguese
(Arm)	Armenian	(Gre)	Greek	(Rum)	Rumanian
(Aze)	Azerbaijani	(Heb)	Hebrew	(Rus)	Russian
(Bel)	Belorussian	(Hun)	Hungarian	(Scc)	Serbo-Croatian (Cyrillic)
(Bul)	Bulgarian	(Ice)	Icelandic		
(Bur)	Burmese	(Ind)	Indonesian	(Scr)	Serbo-Croatian (Roman)
(Chi)	Chinese	(Ita)	Italian		
(Cze)	Czech	(Jpn)	Japanese	(Slo)	Slovak
(Dan)	Danish	(Kor)	Korean	(Slv)	Slovenian
(Dut)	Dutch	(Lat)	Latin	(Spa)	Spanish
(Est)	Estonian	(Lav)	Latvian	(Swe)	Swedish
(Fin)	Finnish	(Lit)	Lithuanian	(Tha)	Thai
(Fle)	Flemish	(Mac)	Macedonian	(Tur)	Turkish
(Fre)	French	(Nor)	Norwegian	(Ukr)	Ukrainian

M.S. THESIS

See THESES, DISSERTATIONS, ETC.

MAC, MC (AUTHOR NAMES BEGINNING WITH)

Spell the author's name as given in the publication. Mac and Mc in other than machine-prepared bibliographies and indexes may be interfiled as if all had been spelled Mac.

MARKET GRADES

Capitalize the names of market grades as follows (from GPO Style Manual):

U.S. grade A
Western, Mixed, Malting Two-rowed (barley)
Red Kidney, U.S. No. 2 Pea (beans)
Prime, Choice, Good (cattle)
Yellow, White, Mixed, Dent (corn)
Middling, Strict Good Ordinary, Strict Low Middling, Good Ordinary, etc. (cotton)
Timothy Light Clover Mixed, Upland Prairie (hay)
White, Red, Mixed (oats)
Yellow, Black Mixed (soybeans)
Flue-cured, Fire-cured, Cigar-wrapper (tobacco)
Hard Red Spring, Red Durum, Durum, Hard Red Winter, White, Mixed, etc. (wheat)
Grade 60's, or one-half blood (wool)

MIMEOGRAPHED PUBLICATION/SERIES (EXAMPLE)

Eichhorn, M. M., Jr. Performance of bermudagrass varieties and hybrids on Coastal Plains soil. North Louisiana Hill Farm Experiment Station. Mimeo Report No. 41, 34 p. 1976.

MONOGRAPHS IN SERIES

See SERIES.

NAMES WITH PARTICLES

See PREFIXES.

NOTES

Use annotations to supplement or clarify information given in the body of the citation. Generally annotations begin a new paragraph; i.e., indent the first annotation. Subsequent annotations may be run on in the same paragraph, or each may be indented. For exceptions for lists of references, see below.

When annotations are used to indicate the scope or contents of the publication, they should be factual and informative. They should not evaluate. They should be concise. Elliptical sentences may be used. Information already in the title should not be repeated.

For abbreviations, capitalization, and punctuation refer to GPO Style Manual.

Following are some typical notes. An author or editor note usually precedes all the others.

-. -. -----, -. -. -----., and -. -. -----, joint authors.
Bibliography, p. 859-910.
Contents: _____.
Contract no. _____.
Edited by: _____.
French text, parallel English translation.
In cooperation with _____.
In Russian.
Includes bibliography.
Includes text in Finnish, Swedish, English, and German.
MS., MSS. (manuscript)
Partial contents.
Photocopy.
Reprinted from _____.
Review of the literature.
Revision of _____.
Translated from Russian: Khimiia v sel'skom khoziaistve 5:6-9, 1976.
Typewritten.
Typescript.
150 references.

Lists of References Cited

In the lists of references cited the note statement may be enclosed in brackets and placed immediately after the last element of the citation.

NUMBER METHOD

The number method of referring to literature cited at the end of text uses numerals, underscored and in parentheses, in the text. These same numbers appear at the beginning of each citation in the complete listing, which is placed in order of occurrence. The number method is easiest to use for noting several references. For example, more than two references in the text are simply listed in numerical order, thus: (1,2,3). The following form is used if specific page numbers are cited: (1, p.3: 2, p.13; 3, p.24).

Combined Number and Author Method

The references at end of text are alphabetized by author, numbered sequentially, and the resulting numbers used in the text.

NUMBER OF VOLUMES OR PAGINATION

Books

The number of volumes or pagination of books is the first part of the "physical description" of the work, the other part being the illustration statement. The physical description appears after the imprint statement. (The next elements are the series statement, the NAL call number, and any annotations.) Since many book citations in the bibliography frequently lack these additional elements, it can be seen that pagination alone will frequently conclude the citation.

Some typical listings are as follows:

327 p.
xvii, 323 p.
3 v.

"In" References

For an "in" reference to a monographic work, put the inclusive pages of the "in" reference after the monographic containing item. Disregard the AACR 2 rule requiring insertion of paging immediately after the cited part. The containing item need not be described further by total number of pages.

Example

Barker, K. R., chairperson. Determining nematode population responses to control agents. In Zehr, E. I., ed. Methods for Evaluating Plant Fungicides, Nematicides, and Bactericides. St. Paul, Minn.: American Phytopathological Society; 1978. p. 114-125.

Journal Articles

For volume and page citation to journal articles, see SERIAL ISSUE IDENTIFICATION; PAGINATION.

NUMERALS

Prefer Arabic numerals to Roman. Retain Roman numerals only if the substitution of Arabic numerals makes the statement less clear.

Inclusive numbers. Always give in full: 1973-1976; p. 117-128.

NUMERALS (con.)

Ordinal numerals. In English use 1st, 2d, 3d, etc. For a foreign language if you know the correct endings use them, otherwise, use the period as a substitute ordinal ending: 1., 2., 3., etc.

Substitute numerals for spelled out forms in recording edition, volume, issue, series number, or date. In general, use the spelled out form of a numeral only if it begins a note or a sentence. In other situations, follow GPO Style Manual.

For corporate names follow the publication, retaining spelled-out form, but if the authority listing substitutes Arabic for spelled out form, substitute Arabic. When supplying number of conference or date, use Arabic.

PAGE FORMAT

Same Size Camera Copy

See GUIDE SHEET FOR CAMERA COPY.

For lists of references the one-column format is preferred. For subject and author indexes two columns should be used.

Camera Copy for Photoreduction

For an extensive bibliography use a USDA standard two-column format for the citations, 20-1/2 picas per column in the reduced copy and margins as specified in the USDA standard.

For the indexes (subject, title, corporate author, and the like) use a 3-column format. For a personal name index (i.e., a name consisting of personal names only), use a 4-column format.

PAGINATION

(For pagination of books see NUMBER OF VOLUMES OR PAGINATION.)

For journal articles, pagination follows volume and issue designation. It is usually preceded by colon space when inclusive page numbers are given, and by comma space when a page total is given. Use of "p." to indicate the word "page" or "pages" is optional, as is "closeup" style (no spaces).

: p. 20-25	: 20-25.	:20-25.
, 65 p.		,65p.

Use inclusive pagination, i.e., the first and last pages.

:20-25. Not :20-5.

For monographs in series cited using journal article style, give the last numbered page as the number of pages except when text material extends to an unnumbered page. Add page numbers to include text.

,66p.

PAGINATION (con.)

Add and convert grouped paginations to a single statement:

xx p., 35 p. of text, 11 p. of appendices becomes:
,66p.

Type Roman numerals as they appear in the text, either in small or capital letters:

:vi-xii.
:VI-XII.

Roman numerals are used to avoid confusion when publication carries both Roman and Arabic numbering.

When pagination contains letters, follow the usage of the publication; type small or capital letters before or after the number:

:ts45-ts62.
:TS45-TS62.
:35t-55t.
:35T-55T.

If advertising or other material intervenes between pages of text, use the following form:

:20-35,60-62,68.

When double pagination appears in an issue of a publication, use the continuous pagination of the volume (but be sure to include the issue number).

29(4):485-490. Not: 29(4):11-16.

Express complicated pages as "various pagings."

If an article is continued or concluded from another issue, supply the information in the following form:

:20-35 (continued).
:50-65 (concluded).

When an article is issued in parts and the numerical designation appears in the title, do not use "continued" or "concluded" in the pagination as the word "part" or the numerical designation implies continuation.

Unpaged material:

(1) If no paging is given, count the total number of pages, starting with cover and stopping with last page of text. Use "unpaged" for monographs in series if counting of pages seems too cumbersome.
(2) Mimeographed publications with material on one side only: count each leaf as one page; include tables as part of text.
(3) Folders: count number of folds; i.e., folder, 3p.
(4) Loose-leaf material: do not count pages but use the term "loose-leaf" as the paging.

PART

Of continued article. See under PAGINATION
Of volume. See SERIAL ISSUE IDENTIFICATION.

PATENTS

Consider the patentee to be the author.

Include in the entry the title, the country, the number of the patent, and the date of issue. The number is usually included as part of the title. Country need not be added if already apparent from the serial title.

Example

Williams, Edwin B. and others. Apple tree (Coop 14). Plant patent 4,320. Official Gazette, U.S. Patent and Trademark Office 975(4):1283. Oct. 24, 1978 [Abstract].

PERSONAL NAMES

(See also ANONYMOUS PUBLICATIONS; ARRANGEMENT OF ENTRIES; ARTICLES; AUTHOR; COMPOUND NAMES; EDITOR, COMPILER, CHAIRPERSON; HYPHENATED NAMES; INITIALS; JOINT AUTHORS; MAC, MC; PREFIXES; REPEATED AUTHOR'S NAME; SAINT; SCANDINAVIAN NAMES; SUPPLIED NAMES; TITLE (RANK, ETC.)

Fullness of Name

In general, give the author's name in the fullness in which it appears in the publication, throughout, but for extensive bibliographies of journal articles, "initials only" are frequently given throughout for first and middle names.

Punctuation and Spacing

Inverted and direct order as follows:

(In the entry): Jones, J. J.
Jones, J. J., and R. K. Smith
(In the note): J. C. Tinney, J. T. MacGregor, and N. J. Starler, joint authors.

Personal Names in Footnotes and References Cited

Write the name of the author as it was given on the title page of the cited document (or first page of the journal article), last name first, then first name and middle initial. Since there may be other authors with the same name and initials, a decision whether to modify the form of the author's name as given in the publication (i.e., to reduce it to initials) should not be made until final writing when the references have been alphabetized.

PH.D. DISSERTATION

See THESES, DISSERTATIONS, ETC.

PHYSICAL DESCRIPTION

Books See NUMBER OF VOLUMES OR PAGINATION; ILLUSTRATION STATEMENT.

Journal articles See SERIAL ISSUE IDENTIFICATION
PAGINATION
ILLUSTRATION STATEMENT
DATE

PLACE OF PUBLICATION

Omit place of publication from journal articles. Include it as part of the containing item for "in" references. Include it as part of the imprint statement for all works described at other than the analytical level.

In general, record the city of publication in the form in which it appears on the title page. Add the country, State, province only when necessary for identification.

The correct abbreviation for "no place" is [s.l. (sine loco)]. At the beginning of the imprint, it is preceded by period, double space, and capitalized, thus: [S.l.]

PREFACE

(See also FOREWORD; INTRODUCTION.)

The bibliography should contain a preface giving as much of the following information as is pertinent, not necessarily in the same order:

Rationale for preparing the bibliography.
Description of scope of the bibliography.
Statement of its limitations and any deviations not obvious from the Description of scope.
Explanation of the standards employed in selecting items.
Explanation of any departures from the standard form of entry.
Explanation of the arrangement of entries.
Description of the index.
Acknowledgments.

PREFIXES

(See also ARTICLES; COMPOUND NAMES; HYPHENATED NAMES; MAC, MC; SAINT.)

Capitalization (English language authors): If a personal name of foreign origin includes particles; e.g., de, des, la, l', della, von, von der, follow the usage of the author with regard to capitalization of the particles; if in doubt, capitalize them.

The following list of examples prepared for use in machine-produced bibliographies, contains the most frequently encountered kinds of prefixed names (including foreign language authors). Column 3 contains the form of the name as it should be displayed in the bibliography. Column 4 is a recommended filing form. For example, give the name as al-Amrusi, A. in the citation and in the index, but in both places file it as if it had been spelled Amrusi, A. al. [amrusi a al].

PREFIXES (con.)

For further information about the display and filing of names see AACR 2.

EXAMPLES

		Display form:	Filing form:
A' or A	Write directly:	A'Beckett	abeckett
		A Prato	aprato
Abu	Write directly:	Abu Zarah	abuzarah
af	Write after name:	Hallstrom, G.J. af	hallstrom g j af
al	Write directly:	al-Amrusi, A.	amrusi a al
Am	Write directly:	Am Thun, A.	amthun a
Ap	Write directly:	Ap Rhys Price,H. E.	aprhys-price h e
D' or d'	Write directly:	D'Anvers, K.	danvers k
		D'Arienzo, N.	darienzo n
	EXCEPT		
	French:	Aubigné, A. d'	aubigne a d'
Da or da	Write directly:	Da Ponte, L.	daponte l
	EXCEPT		
	Portuguese:	Fonseca, M.A. da	fonseca m a da
Dalla	Write directly:	Dalla Anghiera, P.	dallaanghiera p
Dalle	Write directly:	Dalle Medici, L.	dallemedici l
De or de	Write directly for		
	English	De Morgan, A.	demorgan a
	German	De Boor, H. O.	deboor h o
	Italian	De Amicis, P. M.	deamicis p m
	Write after name for		
	Dutch	Musset, A. de	musset a de
	Flemish	Winter, K. de	winter k de
	French	Lafayette, F. de	lafayette f de
	Portuguese	Pires, C. D. de	pires c d de
	Spanish	García, E. de	garcia e de
De La or de la	Write directly for		
	English	De La Mare, W.	delamare w
	Scandinavian	De la Gardie, M. G.	delagardie m g
	Begin with article for		
	French	La Fontaine, J. de	lafontaine j de
	Write after name for		
	Dutch	Faille, J. B. de la	faille j b de la
	Spanish	Cosa, J. de la	cosa j de la
de las	Write after name:	Casas, B. de las	casas b de las
del	Write directly for		
	Italian	Del Lungo, I.	dellungo i
	Write after name for		
	Spanish	Río, A. del	rio a del

PREFIXES (con.)

		Display form:	Filing form:
della	Write directly:	Della, Volpaia, E.	dellavolpaia e
den	Write after name:	Hertog, A. den	hertog a den
Des	Write directly:	Des Granges, C.	desgranges c
Di	Write directly:	Di Costanzo, A.	dicostanzo a
do	Write after name:	Fonseca, M. A. do	
dos	Write after name:	Santos, J. A. dos	santos j a dos
Du	Write directly:	Du Méril, E.	dumeril e
		Du Maurier, D.	dumaurier d
		Du Bois-Reymon, E.	dubois-reymon e
El-	Write directly:	El-Wakil, M. M.	wakil m m el
Fitz-	Write directly:	Fitz-Geffrey, C.	fitzgeffrey c
Hadzi	Write directly when written with hyphen: Write after name when no hyphen is used:	Hadži-Vasilević, J.	hadzivasilevic j
		Dimov, D. hadži	dimov d hadzi
Ibn	Write directly:	Ibn al-sherif, M.	ibnal-sherif m
La	Write directly:	La Bruyère, R.	labruyere r
		La Cour, J. L.	lacour j l
Las	Write directly:	Las Heras, M. A.	lasheras m a
Le or le	Write directly:	Le Sage, A.	lesage a
		Le Gallienne, R.	legallienne r
	EXCEPT Dutch Flemish	Long, I. le	long i le
Li	Write directly:	Li Greci, G.	ligreci g
Lo	Write directly:	Lo Savio, N.	losavio n
O'	Write directly:	O'Neal, A.	oneal a
op de	Write after name:	Beeck, L. op de	beeck l op de
op't	Write after name:	Hoff, J. op't	hoff j op't
pop	Write after name:	Dimitrov, E. pop	dimitrov e pop
Pop de	Write directly:	Pop de Basesti, G.1	popdebasesti g
popa	Write directly:	Popa-Lisseanu, G.	popalisseanu g
't	Write after name:	Broeke, J't	broeke j't
ten	Write after name: for Dutch	Brink, J. ten	brink j ten
	Write directly for German	Ten Bruggencate, P.	tenbruggencate p
ter	Write after name:	Braak, M. ter	braak m ter
Van or van	Write directly for English	Van Buren, M.	van buren m
	Write after name for Dutch Flemish	Driessche, A. van	driessche a van
van den	Write after name:	Wijngaert, F. van den	wijngaert f van den
van der	Write after name:	Aa, P. van der	aa p van der
van't	Write after name:	Hoff, J. van't	hoff j van't
Ver	Write directly:	Ver Boven, D	verboven d

PREFIXES (con.)

Vom	Write directly:	Vom Ende, E.	vomende e
Von	Write directly for English	Von Gergen, W.	vongergen w
	Write after name for German	Goethe, W. von	goethe w von
	Scandinavian	Linné, C. von	linne c von
von dem	Write after name:	Busch, A. von dem	busch a von dem
von der	Write after name:	Hagen, J. von der	hagen j von der
von le	Write under Le:	Le Fort, G. von	lefort g von
z	Write after name:	Zerotína, K. z	zerotina k z
Zum	Write directly:	Zum Busch, J. P.	zumbusch j p
Zur	Write directly:	Zur Linde, O.	zurlinde o

PREPOSITIONS

In names beginning with prefixes see PREFIXES.

PROCEEDINGS

Examples

Carr, Lewis E. and others. Maryland solar energy research as related to poultry; an update. In Proceedings of Symposium on Use of Solar Energy for Poultry and Livestock Production, Auburn, Nov. 9-10, 1976. p. 25-35. Washington: ERDA; 1976

Kenneth E. Felton, James A. Merkle, Jarvin Cain, and Russell Brinsfield, joint authors.

Tabatabai, M. A., and J. M. Laflen. Nutrient content of precipitation over Iowa. USDA Forest Service General Technical Report, NE, U.S. Northeast Forest Experiment Station 23:293-308, 1976. Ref.

Presented at First International Symposium on Acid Precipitation and the Forest Ecosystem, May 12-15, 1975, Columbus, Ohio.

PROOFREADER'S MARKS

(See also EDITORIAL REVISION.)

Proofreaders' marks taken from the 1973 edition of the GPO Style Manual are given on page 38.

PUBLISHER

(See also IMPRINT STATEMENT; AUTHOR AS PUBLISHER.)

For books and any other literature cited at other than the analytical level include, in the imprint, the name of the publisher, following place of publication, and followed by date. Publisher is preceded by colon and followed by semicolon, usually.

For "in" references the imprint including publisher is retained with the containing item.

PROOFREADER'S MARKS

⊙	Insert period	*Caps.*	Caps—used in margin
⋀	Insert comma	≡	Caps—used in text
:	Insert colon	*C + sc*	Caps & small caps—used in margin
;	Insert semicolon	≡	Caps & small caps—used in text
?	Insert question mark	*l.c.*	Lowercase—used in margin
!	Insert exclamation mark	/	Used in text to show deletion or substitution
=/	Insert hyphen	*w.f.*	Wrong font
⋁	Insert apostrophe	○	Close up
⋁⋁	Insert quotation marks	⌐	Delete
☆	Insert 1-en dash	⌐	Close up and delete
☆	Insert 1-em dash	⌒	Correct the position
#	Insert space	⊐	Move right
ld>	Insert lead	⊏	Move left
shill	Insert virgule	⊓	Move up
⋁	Superior	⊔	Move down
⋀	Inferior	‖	Aline vertically
(/)	Parentheses	—	Aline horizontally
[/]	Brackets	⊐⊏	Center horizontally
□	Indent 1 em	⊔⊓	Center vertically
□□	Indent 2 ems	⌣	Push down space
¶	Paragraph	⁀	Use ligature
no ¶	No paragraph	*eq.#*	Equalize space—used in margin
tr	Transpose [1]—used in margin	*vvv*	Equalize space—used in text
∩	Transpose [1]—used in text	*stet.*	Let it stand—used in margin
sp	Spell out	.....	Let it stand—used in text
ital	Italic—used in margin	⊗	Dirty or broken letter
———	Italic—used in text	*run over*	Carry over to next line
b.f.	Boldface—used in margin	*run back*	Carry back to preceding line
~~	Boldface—used in text	*out, see copy*	Something omitted—see copy
s.c.	Small caps—used in margin	*?/?*	Question to author to delete [2]
≡	Small caps—used in text	⋀	Caret—General indicator used to mark exact position of error in text.
rom.	Roman type		

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PUBLISHER (con.)

Give publisher in the shortest intelligible form. It may be shortened even further or omitted altogether if it has already appeared in recognizable form earlier in the citation, for example, as author, or as part of the title.

Name of printer may be substituted for publisher if publisher is missing.

If publisher is completely unknown, give in brackets [s.n.] (sine nomine).

If publisher's mailing address is to be included in the imprint statement, e.g., to provide information for ordering, it goes with the place of publication.

PUNCTUATION AND SPACING

(See also ACRONYMS; ARRANGEMENT OF ELEMENTS IN THE CITATION; BRACKETS; CALL NUMBER; CONTENTS NOTE; CORPORATE AUTHOR (FORM OF ENTRY); DOUBLE SPACE; IMPRINT STATEMENT; INITIALS; PAGINATION; SUBTITLE; TITLE.)

Between major elements of the citation: period double space. For examples see under ARRANGEMENT OF ELEMENTS IN THE CITATION.

Within the data element: See under the name of the data element. Where no special rules are given, follow the publication.

For special use of brackets, see that section.

REFERENCES IN THE TEXT

(See also AUTHOR/YEAR METHOD; NUMBER METHOD; FOOTNOTE METHOD.)

When drafting the manuscript, place all references in the text in parentheses. If referring from an entire paragraph, put the reference in the first sentence. If referring from a particular statement within the paragraph, place the reference near the beginning or at the end of the sentence.

REPEATED AUTHOR'S NAME

A dash or series of dashes may be used in place of the author's name if repeated in a series of citations or an index, except when the list carries over to another page.

REPRINTS

(See also ALSO PUBLISHED IN.)

List the original publication rather than the reprint whenever the original is available. When the reprint itself is listed, give the source in a note: "Reprinted from ...."

REVIEW OF THE LITERATURE (EXAMPLE)

Hahn, G. L. Shelter engineering for cattle and other domestic animals. Prog. Biometeorol. Div. B. Prog. Anim. Biometeorol. 1 (pt. 1): 496-503. Period 1963/73 (pub. 1976). [Review of the literature.]

REVISED (EXAMPLE)

Benson, Fred J., John A. True, and Craig A. Miller. Economic comparisons of hay harvesting, storing of feeding systems for beef cow herds. Agricultural Extension Service, University of Minnesota, Extension Folder 246, 11 p. Rev. 1976.

SAINT, AUTHORS' NAMES BEGINNING WITH (EXAMPLE)

St. Omer, V. V. Efficacy and toxicity of furazolidone in veterinary medicine (a review). VM SAC (Veterinary Medicine and Small Animal Clinician) 73(9):1187-1188. Sept. 1978.

In manual systems order of citations may be treated as if St. were spelled Saint.

SCANDINAVIAN NAMES

Ordinarily accents and other diacritics are ignored in the filing, but in manually prepared lists of references, Scandinavian "å" may be regarded as being the equivalent of "aa" if so desired.

SCIENTIFIC NAMES

Capitalize the names of phyla, classes, orders, families, and genera. Lowercase the names of species even when derived from a proper name. A plural formed by adding s to a Latin generic name is capitalized, but otherwise the English derivatives of scientific names are lowercased.

Pyrausta nubilalis
Entyloma oryzae (from Oryza)
Chrysanthemums
arthropod (from Arthropoda)

Capitalize also the names of breeds, varieties, trade names, market grades, soil names, and geologic terms, q.v.

Spell out scientific names of organisms in the titles of papers. If the name of a genus is repeated, the repetition(s) may be abbreviated, thus:

. . . of Rosa chinensis, R. damascena, and R. damascena trigintipetala.

If in the title of the paper an insect, plant, or plant disease is referred to by common name only, supply the scientific name from the text of the paper itself to prevent possible ambiguity. (This is especially important in foreign papers with translated titles as translators do not always select the correct English equivalents.) Supply only such scientific terms as were actually used by the author of the paper, however. Put them either in a note or in brackets in the title.

Examples

Rogers, V. E., J. A. G. Irwin, and G. Stovold. The development of lucerne with resistance to root rot [Phytophthora megasperma sojae] in poorly aerated soils. Australian Journal of Experimental Agriculture and Animal Husbandry 18(92):434-441. Ref. June 1978.

SCIENTIFIC NAMES (con.)

Bor, N. A. Mildew [Erysiphe graminis] control in Poa pratensis. Bedrijfsontwikkeling 8(9):826-838. Sept. 1977.

SENATE/HOUSE REPORT (EXAMPLE)

Smith, K. E. and A. R. Alanen. Social and economic considerations in Appalachian recreation development; a West Virginia case study. In Planning Frontiers in Rural America, papers of Boone [N.C.] Conference, Mar. 16-18, 1975. Prepared for Subcommittee on Rural Development, Committee on Agriculture and Forestry, U.S. Senate. Washington: U.S. Govt. Printing Off., 1976. p. 53-61.

SERIAL ISSUE IDENTIFICATION

Serial issue identification immediately follows the serial title abbreviation and, together with the pagination of the article and the date of the issue, identifies the cited paper for subsequent retrieval. This method is also applicable to monographs in numbered series when journal article style is used for citing the series.

Abbreviations

In general, if the name of the journal is given in abbreviated form, then the issue is likewise cited in abbreviated form, e.g.:

5(3):25-35	i.e., p. 25-35 from volume 5, No. 3
275, 75 p.	i.e., monograph number 275 which is 75 p. long
4(6), 37 p.	i.e., Band 4, Teil 6, 37 p. long.

The full form of these might look like the following:

vol. 5, No. 3, pp. 25-35.
No. 275, 75 pp.
Band 4, Teil 6, 37 p.

Capitalization

In English, words such as vol., No., pt., p. may be either capitalized or lowercased throughout, but No. is capitalized. For foreign languages follow the rules for the language.

Punctuation and Spacing

(See under ARRANGEMENT OF ELEMENTS IN THE CITATION.)

General

The following instructions, written for machine input, may be used as a guide for the "abbreviated style" of issue designation.

Collation elements are abbreviated and standardized. Use English equivalents for all non-English designations.

SERIAL ISSUE IDENTIFICATION (con.)

v.	Band, tom, tomo, díl--etc.)
suppl.	supplement, dodatek, Ergänzungsband, etc.)
pt.	part, partie, parte, část, Teil, etc.)
No.	numéro, Nr., number, fascicule, Heft, etc.)

Convert Roman numerals to Arabic

v. 20 for volume XX

Convert ordinal numbers to cardinal numbers

suppl. 1 for Premier supplement

Enclose serial issues, supplements and part numbers between parentheses

(5,pt.3,suppl.4)

Examples:

Volume designation	Issue designation	
v. 10		
v. 10	(5)	
v. 10	(5,suppl.4)	
v. 10	(suppl.4)	
blank	(suppl.4)	
v. 10	(5,pt.3)	
v. 10	(pt.3)	
blank	(pt.3)	
v. 10	(5,pt.3,suppl.4)	
v. 10	(Special No. 6)	
blank	(Special No. 6)	
v. 10	(5,i.e., 7)	
v. 10,i.e., 11	(5)	
2d, v. 2	(pt.2)	(i.e. 2d conference)
blank	3d	(i.e. 3d conference)

Issue Number with Continuous Paging

Although some style manuals favor the omission of the issue number from the reference when volume number has been given with continuous paging, its inclusion is really needed for the prompt identification and retrieval of unbound material from library collections. Thus, the unbound No. 7 of vol. 6 of the following will be more easily found as

vol. 6, No. 7, p. 377-495 or 6(7):377-495

than as

vol. 6, p. 377-495 or 6:377-495.

SERIAL TITLE IDENTIFICATION

Follows the title or subtitle, if any, of the journal article. It is immediately followed by volume, issue, and pagination.

SERIAL TITLE IDENTIFICATION (con.)

For abbreviations of serial title words follow GPO Style Manual. Unless all the serial titles can be further abbreviated according to the Word Abbreviation List of the National Clearinghouse for Periodical Title Word Abbreviations, limit abbreviations to those in the GPO Style Manual.

Capitalize all significant words in the serial title, including those in foreign languages.

If the NAL call number of the journal is known, include it as a separate element at the end of the citation, to assist in identification at NAL.

If the bibliography is extensive, pay particular attention to recording the serial titles consistently. In general follow the order of the words as they appear on the publication in constructing the serial title identification. If the title is nondistinctive, such as Bulletin, Journal, and Monograph, be sure to include enough of the other information (especially corporate issuing body) to guarantee its identification in a large library.

SERIES

Series Statement

For monographs published in series, give the name of the series in parentheses following pagination and illustrative matter. Do not include series statement for journal articles or for monographs cited using journal article style. For these the "serial title identification" together with volume and issue provides the necessary identification.

Alternative 1. (Monograph Form)

Pasour, E. C., Jr., and Leon E. Danielson. Agricultural use-value taxation in North Carolina, 1974 and 1975. Raleigh: North Carolina State University; 1975. 35 p. (Economics Information Report, N.C. State University, Department of Economics and Business No. 43).

Alternative 2. (Journal Article Form)

Pasour, E. C., Jr., and Leon E. Danielson. Agricultural use-value taxation in North Carolina, 1974 and 1975. Economics Information Report, North Carolina State University, Department of Economics and Business, 43, 35 p. Nov. 1975.

Series as Part of Journal Title

Include series designation such as "Proceedings, Series B;" "Abteilung I," as part of the serial title identification, putting it at the end of the serial title, so that it immediately precedes the volume and issue identification. (See also example given under heading REVIEW OF THE LITERATURE.)

SERIES DISCONTINUED

See CEASED PUBLICATION.

SOIL NAMES

Capitalize the names of the 24 soil classifications.

Alpine Meadow	Prairie
Bog	Ramann's Brown
Brown	Red
Chernozem (Black)	Rendzina
Chestnut	Sierozem (Gray)
Desert	Solonchak
Gray-Brown Podzolic	Solonetz
Half Bog	Soloth
Laterite	Terra Rossa
Pedalfer	Tundra
Pedocal	Wiesenboden
Podzol	Yellow

SPACING BETWEEN LINES

See EDITORIAL REVISION; DOUBLE SPACE.

SPEECHES

Speeches (including papers given at conferences and meetings) frequently summarize full reports. If so, the original report should be cited, not the speech. If the speech is the only report, it is cited but include in brackets [speech] after the title to indicate its status.

An unpublished speech would not normally be cited in a formal bibliography.

SUBMITTED FOR PUBLICATION

(See also ACCEPTED FOR PUBLICATION; IN PRESS; UNPUBLISHED MATERIALS.)

Example

Libbin, James D., and Michael D. Boehlje. Interregional structure of the United States coal economy. American Journal of Agricultural Economics. [Submitted for publication.]

If the paper becomes available through publication during compilation of the list of references, cite the published paper instead:

Libbin, James D., and Michael D. Boehlje. Interregional structure of the United States coal economy. American Journal of Agricultural Economics 59-(3):456-466. Aug. 1977. [Received September 1976. Revision accepted February 1977.]

SUBSTITUTES (MICROFICHE, MICROFILM COPIES, ETC.)

(See also ABSTRACTS, EXTRACTS, SUMMARIES; REPRINTS; TRANSLATIONS.)

In general obtain and describe the original publication. If the original is not available, indicate the form of reproduction in brackets at the end of the title, or in a note.

SUBTITLE

Include the subtitle if it adds substantially to the citation; otherwise omit it. Use the punctuation given in the publication, or supply colon, to separate title from subtitle.

If the subtitle is long but can be condensed into a note, omit the subtitle and give in an annotation instead.

The following are frequently encountered statements which, if they do not duplicate formation placed elsewhere, may be put in the citation as subtitles, as they all add bibliographic detail helpful for later retrieval from a library collection:

1. General descriptive title, e.g., Final report, Technical report, Progress report for the period ----, Proceedings of the Conference.

2. Any date representing an edition or period covered if not already in the edition statement or date of publication.

3. The author or editor statement when it is expressed in a way that cannot be accommodated better by the author entry or an annotation.

If the item is in a foreign language and both an English main title and the original main title are being given, the subtitle may be given in English.

SUMMARIES

See ABSTRACTS, EXTRACTS, SUMMARIES; SUBSTITUTES; FOREIGN LANGUAGE ENTRIES.

SUPPLIED NAMES

If the author's full name is not on the piece and the full name is known with certainty, the supplied part of the name may be given in brackets. Corrections of misspelled authors' names may be given the same way.

SYMPOSIUM

When citing the symposium as a whole, treat the symposium as the author, following the rules for conferences and congresses. When citing individual papers from the symposium, consider the personal author of the paper to be the author. Bring out the name of the symposium, if not already elsewhere in the citation, in a subtitle or note.

Example

Vasil, L. K., and D. H. Hubbell. Effect of lectins on cell division in tissue cultures of soybean and tobacco. p. 361-367. In Cell Wall Biochemistry Related to Specificity in Host-Plant Pathogen Interactions; Proceedings of a symposium held Aug. 2-6, 1976. Oslo: Universitetsforlaget; 1977.

In this example there was no need to make a subtitle or note to show this was a symposium because the word "symposium" is in the containing item reference.

TESTIMONY (EXAMPLE)

Wilson, L. Testimony on milk prices: a report presented in testimony at a public hearing of the Alabama Dairy Commission, Montgomery, January 9, 1976.

THESES, DISSERTATIONS, ETC.

Give thesis information in a note if not already apparent from the citation. Include the date (year) and the place presented unless they are already in the citation.

If the thesis is a monograph, published separately, treat it as any other book (author, title, imprint, etc.). If it is a monograph in series, cite it using either series statement form monographic) or journal article style. If a journal article (e.g., an abstract in Dissertation Abstracts), treat it as a journal article.

Examples

Kulp, Leslie Andrew. Taxonomic status of the Phytomyza ilicicola-Phytomyza ilicis complex (Diptera: Agromyzidae). Diss. Abs. 26(11): 6275. May 1966. 114p.
Ph.D., University of Maryland, 1965.

Feldman, William Raul. Geographical varieties of yield parameters in jojoba [Simondsia chinensis (Link) Schneider]. M.S. thesis, University of Arizona; 1976. x, 83 p. ill. maps.

Tedder, Philip Lance. An evaluation of forest management alternatives in southeast Oklahoma under different economic and silvicultural assumptions. Ph.D. dissertation, Oklahoma State University; 1976. 171 p.

. . . Alfort. École Nationale Vétérinaire. Thèse 75, 86 p.
. . . Dissertation Abstracts 39(2):453 B. Aug. 1978.

TITLE

(See also FOREIGN LANGUAGE ENTRIES; SUBTITLE.)

Source of Information

For separates use the title page. For journal articles use the title on the first page of the article. Transcribe the title as given but abridge long journal article titles. If no title is given, supply one in brackets, in English.

Punctuation

Supply as needed. Supply colon if needed to separate title from subtitle.

Capitalization

Not all authorities agree on the use of capitalization of titles in bibliographies and lists of references, but in the long run there will be fewer problems if the compiler adopts the following policy:

TITLE (con.)

Treat the title as if it were an ordinary sentence or paragraph in extended text, then apply the capitalization rules for the language in which given. For example, in English capitalize only proper nouns, etc. Note that the capitalization rules for containing items and corporate entries differ from those for ordinary extended text.

Errors

Correct obvious errors, following procedure listed under BRACKETS; ERRORS IN ORIGINAL ITEM.

Titles in Text

When naming a book or serial within text, underscore (italicize) the title element (i.e., only the title proper). In naming a journal article, enclose the title of the article in quotation marks instead and underscore (italicize) the name of the serial containing item. In addition, all the words in the title other than prepositions and articles of three letters or less may be capitalized. This is in contrast to capitalization rules for titles in bibliographies and lists of references.

Examples

. . .Webster's Third New International Dictionary. . .

. . .as mentioned in Caponio, Joseph F. and Leila Moran's "CAIN: an On-Line Data Base for the Agricultural Sciences," AALDI Bulletin 2/3:34-37,-1974/1975. . .

TITLE ENRICHMENT (See BRACKETS.)

TITLE ENTRY (SAMPLE)

Collections and works produced by different persons under editorial direction are usually entered under title, as in the following examples:

A dictionary of American English on historical principles. (Title entry, although compiled under editorship of Sir William A. Craigie and James R. Hulbert.)

The Oxford dictionary of quotations. (Title entry even though editorship named in the preface.)

Land tenure and agrarian reform in Africa and the Near East; an annotated bibliography compiled by the staff of the Land Tenure Center Library: under the direction of Teresa J. Anderson. Boston: G. K. Hall; 1976. xxiv, 423 p. (Bibliographies and Guides in African Studies).

(If in doubt whether to apply this rule and the editor or compiler is named or is significant with reference to the bibliography, then enter under name.)

TITLE PAGE

Of the bibliography: See COVER AND TITLE PAGE.

TITLE (RANK, ETC.)

Most titles of rank, honor, etc. may be omitted unless they help to identify the author and avoid confusion. Jr., II, etc. are included as part of the name. Mrs. is usually omitted, unless the author identifies herself by her husband's name alone (Mrs. Fred Smith). Academic titles such as Dr., Prof., and Ing. are omitted.

TRADE NAMES

Capitalize trade names and market brands.

Black Leaf 40
Caterpillar
Plexiglas
Polaroid
Snow Crop

TRANSLATED TITLE

See FOREIGN LANGUAGE ENTRIES.

TRANSLATIONS

The author of the original, not the translator, is considered the author.

Give in a note the source of the original, usually the name of the journal in which the original appeared together with the volume, number, paging, and exact date, if the information is available.

Example

Gutierrez, B. E. Cellular cultures in isolation of viruses of vesicular diseases. Translated from Spanish: Rev. ICA (Inst. Colomb. Agropecu.). 8(1): 31-36. 1973.

If citing an original article appearing in translation elsewhere, give this information in a note.

Example

Translated in: Problems of Economics 22(7): 3-24, Nov. 1979.

Journal articles appearing in a journal that is itself a translation of a journal need not be annotated, because the name of the journal containing item usually will already carry the information, or will be well known in the field. If, however, the containing serial is a collection of translated articles from more than one source, the source of the original should be given for each article.

Example

Borovskii, V. M. The drying out of the Aral Sea and its consequences. Soviet Geography 21(2):63-77. Feb. 1980. Translated from the Russian: Izvestiâ Akademii Nauk SSSR, Seriâ Geograficheskaâ. No. 5, p. 35-44. 1978.

TRANSLITERATION

Any standard system may be used for transliterating or Romanizing names or titles not in the Roman alphabet, but it should be used consistently and the reader should be informed as to the scheme followed.

The following are currently used by NAL for Romanization:

Slavic languages using Cyrillic alphabet: Library of Congress System
Chinese: Wade-Giles.
Japanese: Hepburn.
Korean: McCune-Reischauer.

If a standard is not available or because of insufficient knowledge of the language it cannot be used, follow whatever transliteration is given in the publication and/or verify if possible with a secondary source (library catalog, abstract or index, etc.). For authors of more than one article, try to bring all the articles together under one spelling of the name.

TYPESCRIPTS

Use the word "typewritten" as a note to indicate that the item was not formally published.

The word "typescript" is also used by editors as a synonym for manuscript, q.v.

UNDERSCORE

See ITALICS.

UNPUBLISHED MATERIALS (EXAMPLE)

(See also ACCEPTED FOR PUBLICATION; IN PRESS; SUBMITTED FOR PUBLICATION.)

Corley, E. L., and James Turnbull. Agricultural and food research issues and priorities: a review and assessment. U.S. Department of Agriculture, SEA, April 1977. 123 p. [Unpublished report*].

VARIETIES

Capitalize names of plant varieties.

Red Radiance rose.

VOLUME NO./ISSUE NO.

See SERIAL ISSUE IDENTIFICATION.

*Subsequently published in December 1978 with different pagination.

WORD DIVISION

Authorities (English language)

Webster's Third New International Dictionary.

Word Division, a Supplement to Government Printing Office Style Manual, 7th ed. (1976), or later.

Webster's New World 33,000 Word Book.

Authorities (Foreign Languages)

GPO Style Manual, sections on individual languages.

YEARBOOKS

Use year as volume if no volume number is given.

PART II

BIBLIOGRAPHIES FROM MACHINE-READABLE DATA BASES

INTRODUCTION

Cataloging and indexing activities of NAL are directed toward selection and preparation of data on the world's current literature of agriculture and allied sciences, available on tapes for eventual use by on-line services (AGRICOLA: Agricultural On-Line Access). Subject searches may be performed and bibliographies routinely prepared from the records in the AGRICOLA on-line data base, which is accessible through a number of commercial vendors. Address requests for such machine-prepared bibliographies to the Head, Reference Section, National Agricultural Library, Beltsville, Md. 20705.

In addition to AGRICOLA a number of specialized data bases are maintained by NAL, from which bibliographies or lists of references can also be requested. These are: Current Awareness Literature Service, the FAMULUS software system, and Current Research Information System.

The arrangement of entries in the output bibliography, as well as the arrangement of data elements within the entry, is usually determined by the vendor of the data base from which the bibliography is produced. There is usually a "default" arrangement (for use when no arrangement is specified), and a number of alternatives which vary with the particular data base vendor. These are described below for the data bases currently available.

AGRICOLA: DIALOG (LOCKHEED INFORMATION SYSTEM)

The default arrangement is in reverse chronological order. Any other arrangement, such as alphabetical by author, must be requested. The citation format (arrangement of elements within the citation) is fixed. Author is not repositioned automatically to the beginning of the citation in an author-sorted bibliography.

Sample Citation Produced from DIALOG (Transcribed, Format 3)

1367415 QD415.A1J6 ID No: 78-9015265
Bark-beetle pheromones: enhancement of Dendroctonus frontalis (Coleoptera: Scolytidae) aggregation pheromone by yeast metabolite in laboratory bioassays
Brand, J M; Schultz, J; Barras, S J; Edson, L J; Payne, T L; Hedden, R L
J Chem Ecol 3 (6): 657-666. Ref. MAP 1977

Formats 1-8 Available from Lockheed/DIALOG

Format 1: accession number.
Format 2: full record except abstract or progress report (default).
Format 3: short citation.
Format 4: full record except subject indexing (descriptors).
Format 5: full record.
Format 6: title.
Format 7: full record except category codes and descriptors.
Format 8: title and descriptors.

AGRICOLA: DIALOG (con.)

Recommended DIALOG Format

Format 3 is recommended for use in the preparation of bibliographies from DIALOG.

AGRICOLA: ORBIT (SYSTEM DEVELOPMENT CORPORATION)

The default arrangement is in reverse chronological order, but citation elements may be sorted according to any printable category (i.e., title, author, corporate source, source reference, publication date, category code, document type, call number, and ID number). The elements which are to appear in the citation, as well as the order in which they are to appear, are to be specified.

Sample Citation Produced On-Line from ORBIT (Transcribed)

ACCESSION NUMBER	779092127
AUTHORS	CHANGNON, S A JR
TITLE	THE SCALES OF HAIL (NORTH AMERICAN DATA).
SOURCES	J APPL METEOROL, 16 (6):626-648. MAPS REF.
PUBLICATION DATE	1977 JUN
LANGUAGE TYPE	ENG
NAL CALL NUMBER	QC851.J6

Recommended ORBIT Format

The citation format recommended for use in the preparation of bibliographies from ORBIT is author, title, source, date, language (when appropriate), and call number.

AGRICOLA: BRS (BIBLIOGRAPHIC RETRIEVAL SERVICE)

Citations are arranged in the order in which they occur in the data base. The "paragraphs" (data elements) to be included in the citation are to be specified either as "all," or with selected parameters specified, or with the bibliographic "default" format (item number, author, title, source, and year).

Sample Citation Produced On-Line from BRS (Transcribed)

AN 77092127.
AU CHANGNON, S A JR.
TI THE SCALES OF HAIL NORTH AMERICAN DATA.
SO J APPL METEOROL. 16 (6): 626-648. MAPS. REF. JUNE 1977.
CN QC851.J6.
SN 666.
YR 77.
LG EN.
PT J.
CC 0505.
DE NORTH AMERICA. REVIEW. BIBLIOGRAPHY.

Recommended BRS Format

The bibliographic default format is recommended as sufficient for most bibliographic purposes.

CALS (CURRENT AWARENESS LITERATURE SERVICE)

The Current Awareness Literature Service is a computer-based SDI literature searching system which searches Biological Abstracts, BioResearch Index, Chemical Abstracts, Engineering Index, Food Science Technology Abstracts, AGRICOLA, World Textile Abstracts, Government Reports Announcements (NTIS), and the full Commonwealth Agricultural Bureaux (CAB) file in an off-line batch mode. Searching is done for persons qualified to use the system by means of individualized search profiles.

CALS Citation Format

Since the CALS system accesses multiple data bases, elements of the citation format vary; however, all have title, author, and source as a minimum. Search codes. NAL call number (AGRICOLA), keywords or abstracts, and address of senior author may also occur.

Sample Citation Produced by CALS from AGRICOLA (Transcribed)

PROFILE # 980318-001 APR. 03, 1976 QUESTION WT. 40
TITLE: THE PENTACYCLE TRITERPENE ESTERS AND THE FREE, ESTERIFIED AND GLYCOSYLATED STEROLS OF SORGHUM VULGARE GRAIN (ENG)
AUTHOR: PALMER M. A; BOWDEN B. N:
SOURCE: PHYTOCHEMISTRY 1975, 14 (8) 1813-1815, REF.
4035000 450 P5622 [i.e., NAL category and call number]
CAIN 75:12 [i.e., NAL/CAIN sale tape for Dec. 1975]

FAMULUS

FAMULUS is a specialized documentation system which allows research workers to manage their own files. The system is sufficiently general in design to permit various applications such as the maintenance of private bibliographies or depositories for on-going research test results. It offers information retrieval facilities such as automatic sorting of files in alphabetical order, indexing, and searching in response to specific requests.

A file consists of an unlimited number of records broken down into fields or data elements which must be consistently labeled. Various output formats are available such as alphabetical author listings, double-column indexes, dictionary catalogs, and KWIC indexes.

CRIS (CURRENT RESEARCH INFORMATION SYSTEM)

The Current Research Information System (CRIS), CSRS/USDA, is a project documentation and reporting system for agricultural and forestry research conducted by the USDA research agencies, State land-grant institutions, State forestry schools, and other cooperating State institutions. The CRIS file contains project summaries of this research and, for each project, a report of most recent progress and a list of the latest publications coming out of the research. Approximately 20,000-30,000 new citations, or an average of two to three citations per project, are entitled in CRIS annually.

CRIS (con.)

Publications reported for each project are listed according to standard bibliographic practice, and these occur together in a single block in output formats. Since elements within a single citation cannot be individually searched or printed, computer-produced bibliographies cannot be generated from the system. However, formats 5, 7, and 8 in the CRIS/USDA DIALOG on-line file may be used to obtain the list of publications in block format for each project retrieved in a search.

Format 8 (Transcribed)

0042515 AGENCY ID: ARS 7708 PROJ: NO: 7097-20690-008-A2
PERIOD: 19 May 75 to 15 AUG 78 INVEST: MEARS D R
PERF ORG: BIOLOGICAL & AGR ENGINEERING LOCATION: RUTGERS UNIV
NEW BRUNSWICK NJ

HEATING GREENHOUSES WITH SOLAR ENERGY

OBJECTIVES: Develop and evaluate practical systems for heating greenhouses with warm water obtained from low-cost solar collectors, and develop techniques for reducing heat losses from greenhouses.

PUBLICATIONS: 77/01 77/12

MEARS, D.R., ROBERTS, W.J. and SIMPKINS, J.C. 1977. Performance of the N.J. system for heating greenhouses. Proc. Solar Energy for Heating Greenhouses and Greenhouse-Residential Combinations, Cleveland, OH. pp 135-138.

MEARS, D.R., ROBERTS, W.J. and SIMPKINS, J.C. 1977. Solar energy and its utilization to heat greenhouses. Proc. Int. Symposium on Controlled Environment Agriculture, Tucson, AZ. pp 85-95.

ROBERTS, W.J. and MEARS, D.R. 1977. Designs and considerations for greenhouses in the U.S., now and in the future. Proc. Int. Symposium on Controlled Environment Agriculture, Tucson, Az. pp 322-328.

ROBERTS, W.J. and MEARS, D.R. 1977. Using solar energy for greenhouse heating. Proc. Int. Agricultural Plastics Congress, San Diego, CA. pp 16-23.

MEARS, D.R., ROBERTS, W.J. and SIMPKINS, J.C. 1977. Performance of practical solar greenhouse heating system. Proc. Annual Meeting, Am. Section of Int. Solar Energy Society, Orlando, FL. Sec 33:14-18.

LIST OF REFERENCES

AMERICAN NATIONAL STANDARDS INSTITUTE. American national standard for bibliographic references, Z39.29-1977. New York, 1977. 92 p.

AMERICAN NATIONAL STANDARDS INSTITUTE. American national standard for the abbreviations of titles of periodicals. New York, 1970. 11 p. (ANSI Standard Z39.5-1969).

ANGLO-AMERICAN cataloging rules. 2d ed. Chicago: American Library Association; 1978. 620 p.

AUTHORITIES: a MARC format. Preliminary edition. Washington: Library of Congress MARC Development Office; 1976. 67 p. and addenda.

BIBLIOGRAPHIC RETRIEVAL SERVICES. BRS system reference manual and datalog base search guide. 1462 Erie Boulevard, Schenectady, N.Y. 12305. Looseleaf.

BOOKS, a MARC format: specifications for magnetic tapes containing catalog records for books. 5th ed. Washington: Library of Congress MARC Development Office; 1972. 106 p. and addenda.

COLUMBIA Lippincott Gazetteer of the world. New York: Columbia University Press; 1962 or later.

COUNCIL OF BIOLOGY EDITORS. Style manual: a guide for authors, editors, and publishers in the biological sciences. 4th ed. Arlington, Va., 1978. 265 p.

FLEISCHER, Eugene B. A style manual for citing microform and nonprint media. Chicago: American Library Association; 1978. 74 p.

LIBRARY OF CONGRESS. CATALOG PUBLICATION DIVISION. Library of Congress name headings with references. Washington, D.C., 1974- (quarterly)

LIBRARY of Congress system for transliteration of Russian as given in Cataloging Service Bull. 119:63, Fall 1976.

LOCKHEED INFORMATION SYSTEMS. Brief guide to DIALOG searching. 3251 Hanover St., Palo Alto, Ca. 94304. Looseleaf.

McCALLUM, SALLY A. Analytics: embedded subfield approach: a MARC format. Typescript (May 1978). Unpaged.

McCUNE-REISCHAUER system for Romanization of Korean as described in Cataloging Service Bull. 119:45, Fall 1976.

MARTINELLI, Maria Teresa. AGRIS: Guidelines for bibliographic description. FAO/AGRIS Coordinating Center, Dec. 1973. (FAO/AGRIS 4, Rev. 1). Various pagings.

THE MODIFIED Hepburn system of Romanization as employed in Kenkyusha's New Japanese-English Dictionary (Tokyo, 1931; American ed., Cambridge, Harvard University Press, 1942) with further modifications as listed in Cataloging Service Bull. 119:33-41, Fall 1976.

NATIONAL CLEARINGHOUSE FOR PERIODICAL TITLE WORD ABBREVIATIONS. Word abbreviation list. 1971 ed. Columbus: Chemical Abstracts Service; 1971. Kept up-to-date by supplements.

SERIALS: a MARC format. Washington, D.C.: Library of Congress MARC Development Office; 1970. 72 p. [and addenda].

SYSTEM DEVELOPMENT CORPORATION. SEARCH SERVICE. ORBIT quick reference guide. 2500 Colorado Ave., Santa Monica, CA. 90406. Looseleaf.

UNIVERSITY OF CHICAGO PRESS. A manual of style. 12th ed. rev. Chicago; 1969.

U.S. DEPT. OF AGRICULTURE. SCIENCE AND EDUCATION ADMINISTRATION. Preparing citations for SEA publications. Preliminary edition. Washington, D.C.; Nov. 1978. 20 p.

U.S. DEPT. OF AGRICULTURE. SCIENCE AND EDUCATION ADMINISTRATION. Current Awareness Literature Service user's guide. 3d ed., 1976. Washington, D.C.: U.S. Government Printing Office; 1976. 158 p.

U.S. GOVERNMENT PRINTING OFFICE. Style manual. Rev. ed. Washington, D.C., 1973. 548 p.

LIST OF REFERENCES (con.)

WADE-GILES system of Romanization as employed in Giles' A Chinese-English Dictionary (2d ed., London, 1912). [with further modifications in Cataloging Service. Bull. 118:35-55, Summer 1976. p.35-55]

WEBSTER'S geographical dictionary. Rev. ed. Springfield, Mass.: Merriam; 1966 or later.

WEBSTER'S New World 33,000 word book. New York: World Publishing Co.; 1971. 338 p.

WEBSTER'S third new international dictionary of the English language, unabridged. Springfield, Mass.: G.&C. Merriam; 1971 or later.

WORD division, a supplement to Government Printing Office Style Manual, 7th ed., January 1976, Washington, D.C.: GPO; 1976. 190 p.

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